

**VACANCY ANNOUNCEMENT****Job Opening Reference: ESB/GJO/TA/01/02-2022****Issuance Date: 04/02/2022****Deadline Date: 06/03/2022****Type of contract: Fixed Term Appointment****Duration: 1 year****Department: MONUSCO****Scheduled date for taking up appointment: ASAP**

<u>Title: Team Assistant</u>	<u>Grade: GL - 4</u>	<u>Duty Station: Entebbe, Uganda</u>
<u>PLEASE NOTE THAT THIS IS A LOCALLY RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u>		
Women are strongly encouraged to apply		
<small>Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).</small>		

Organizational Setting and Reporting Relationship

The Team Assistant post is located within the Integrated Warehouse Section, Entebbe. The Team Assistant will report directly to the Team Leader in the Integrated Warehouse at Entebbe, Uganda.

Duties and Responsibilities

Within limits of delegated authority, the Team Assistant will be responsible for the following duties:

Applications Support:

- Performs a wide range of office support and administrative functions;
- Responds or drafts responses to routine correspondence and other communications; uses standard software document processing packages to produce a wide variety of large, complex documents and reports;
- Monitors processes and schedules related to the unit's/section's outputs, products, tasks, etc.;
- Assists in researching, compiling and organizing information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.;
- Assists in the generation of a variety of reports, work orders, etc., using various databases;
- Assists the supervisor in reviewing documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format;
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g., answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling;

- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.;
- Assists in the preparation of presentation materials using appropriate technology/software;
- Maintains calendar/schedules; monitors change and communicates relevant information to appropriate staff inside and outside the immediate work unit/section;
- Performs data entry functions;
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions;
- Performs general administrative tasks (e.g., leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g., requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.);
- Maintains files (both paper and electronic) and databases for work unit/section;
- Operates and maintains a variety of office equipment in the performance of basic office functions, e.g., photocopier, facsimile, printer, scanner, etc.;
- Assists the Team Leader in efficient management accountability of property control in accordance with the UN regulations and rules manuals and relevant guidance; Effective tracking monitoring and reporting of all inventory transactions and property management related activities;
- Performs other duties as assigned.

Qualifications

Education

High school diploma or equivalent. Vocation or Technical certificate in administration, supply chain, human resources or related area is desirable.

Experience

A minimum of three (3) years of experience in supply chain, warehousing, administration and general office support or related area is required. Experience working in United Nations peacekeeping operations or similar international organization is desirable. Experience using Excel or an ERP system is desirable. Experience working under pressure in a large office is desirable. Experience driving 4 x 4 vehicles with a valid driving permit is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

Competencies

Professionalism:

Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in

stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication:

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork:

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing other ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Additional important comments

Please note that failure to comply with the below will render your application invalid for this process.

1. Interested and qualified applicants should submit their applications with cover letter together with the attached **United Nations Personal History form (P-11)** only.
2. For the online Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
3. Submit applications by email **ONLY** to: monusco-hrs-recruitment@un.org. Hand delivered applications will not be accepted.
4. All applications **MUST** indicate the MONUSCO Job Opening number for which they are applying, on the **subject line** in the e-mail. e.g. **ESB/GJO/TA/01/02-2022**
5. All applicants **MUST** indicate the **telephone number** and **email address with location**. Applications without telephone number and the email address with location **WILL NOT BE ACCEPTED**.
6. Applications received after the deadline will NOT BE ACCEPTED.
7. **ONLY** successful applicants will be contacted for WRITTEN SUBSTANTIVE and COMPETENCY BASED ASSESSMENTS TEST.
8. **In line with the UN policy on gender balance, FEMALE QUALIFIED CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.**

No fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.